



# *Alabama* DEPARTMENT OF ARCHIVES & HISTORY

## SUMMER 2023 DISCOVERY INTERNSHIP

The Alabama Department of Archives and History (ADAH) is inviting applications from undergraduate students for its summer 2022 Discovery Internship. Intended for students who have little or no experience in the cultural heritage field, the Discovery Internship is an opportunity for the student to work in virtually every department at the ADAH, exploring a broad range of career options. The intern will work 150 hours divided between six program areas at the ADAH:

- Appraisal/Records Management
- Archival Collections Management
- Digital Collections Management
- Museum Collections Management
- Public Programs/Education/Communications
- Reference

This internship is paid, and students may be able to obtain academic credit depending on the policies of their educational institutions.

Effective communication skills and proficiency in Microsoft Office applications are required. All applicants must be at least 18 years old and be enrolled in an academic program or a recent graduate.

**Duration:** June – August 2023

**Academic Level:** Undergraduate Student

**Location:** Alabama Department of Archives and History

624 Washington Avenue

Montgomery, Alabama 36130

**Schedule:** TBD

### HOW TO APPLY

To apply for the internship, submit an ADAH Summer Internship [cover sheet](#), [state application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by **March 1, 2023**. All paperwork should be sent to Krystle Scott at [krystlem.scott@archives.alabama.gov](mailto:krystlem.scott@archives.alabama.gov) OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, AL, 36130.

**Application form:** <https://personnel.alabama.gov/Downloads/StateApp.pdf>

**Internship cover sheet:** [https://archives.alabama.gov/about/docs/internship\\_cover\\_sheet.pdf](https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf)